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FILE

*Meeting  
(minutes)*

## MINUTES

## DD/S STAFF MINUTES

13 January 1970 - 1030 Hours

25X1

2. Power Failure

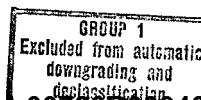
Mr. Bannerman opened the meeting with a discussion of the power failure on 10 January. He commended the Offices of Logistics and Security personnel who participated in restoring the power supply and observed that the Agency had gained a number of useful lessons.

Mr. Blake then briefed the meeting in detail on the sequence of events that occurred from the time of the power outage through full restoration of electricity. He called attention to two critical possibilities -- the drawing down of the batteries supplying power to the telephone system and the high temperatures resulting from use of the emergency generators while their cooling system was down. Mr. Blake concluded with a summary of actions under way, including the review and upgrading of emergency generating equipment and the correcting of abnormalities concerning the transformers and circuitry in the Headquarters complex. Mr. Bannerman stated that the Office of Logistics has his approval in moving ahead on the acquisition of a 60 kilowatt emergency generator.

3. Delinquent Fitness Reports

Mr. Bannerman gave the status on delinquent Fitness Reports: Commo - 85; Medical - 1; Logistics - 2; Personnel - 2; and OTR - 5.

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4. DD/S Briefing

25X1 Mr. Bannerman reported on his briefing of the Directors' Executive Committee on 9 January concerning the space problem and records management. His briefing covered the hard facts on the availability of unused space -- now down to 500 sq. ft. -- problems of close quarters, and the encroachment of special purpose space on the Agency's office space in the Washington area. Mr. Bannerman indicated to the Executive Committee that it is now necessary for each Directorate, when making a proposal to convert office use for special purpose space, to identify the space the Directorate will give up from within its existing space allocation. He indicated that he foresaw increasing use of facilities [ ] as one alternative especially in situations when it is not possible to install additional equipment in the Headquarters building.

In briefing the Executive Committee on the records problem, Mr. Bannerman cited the proliferation of records and systems for maintaining record copies of documents. The Agency today has 58 different microfilm systems involving 663 pieces of equipment with an investment value of \$7.0 million. He urged additional use of microfilming of records, movable shelving and a common centralized approach throughout the Agency. The Records Management Board will be requested to develop recommendations for a uniform system for microfilming of records and the development of better procedures such as determining the appropriate "office of record".

Mr. Bannerman stated that the Executive Committee accepted his report and that the Director reaffirmed his guideline of "no increase in space."

5. Security Violations

There were seven security violations in the Directorate in December 1969, as compared with nine violations in December 1968. Mr. Bannerman requested the Director of Communications to check into the incidents in his office.

6. Around the Table

a. Dr. Tietjen:

Noted that January appears to be a "catch up" month for employees' medical problems that are brought to OMS' attention.

Called attention to increasing public interest in sensitivity training and alerted the group to certain abuses that are associated with some of this training.

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b.

Announced that W-2's would be distributed with the pay checks on 23 January in the Headquarters area and dispatched to the field at approximately the same time.



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Support Operations Staff/DDS

Distribution:

- Orig - DD/S Subject
- 1 - WEB
- 1 - ND
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